

## JCPC Meeting Minutes – February 2, 2017

Present: Doug Slaughter, Chair, Katherine Appy, Phoebe Hazard, Tamson Ely, Alex Lefebvre, Steve Braun, Connie Kruger, Bernie Kubiak, Claire McGinnis.

Others attending: Sharon Sharry, Robert Pam, Terry Johnson, Lee Edwards, George Hicks, Guilford Mooring, Larry Kelley

Meeting called to order at 8:35 AM

Library Capital Request: Sharon Sharry Director, George Hicks, Maintenance Supervisor

Five year plan has no requests this year except for software, in the Information Technology request.

Key milestones for the library renovation: application submitted, building program is not going to change, program/service locations cannot change, will void application. The design and furnishings can change, design development will occur following Town Meeting approval and receipt of the grant. Will continue to work with town and state Historical Commission. Have to secure an interim space to maintain library services through construction. Spring town meeting articles are MBLC requirements: permission to apply for the grant and town approve the preliminary design (general square footage, services, site).

Awards announced in July, top five to eight will be immediately funded. \$13.7 million grant, \$21.9 million town share, offset by grants and fundraising. Funding request will happen in the fall of 2017, with 12 months to begin construction.

Deferred maintenance issues – getting an estimate of work that needs to be done should the grant fail. Not an “expansion” project as that’s not fundable through MBLC. Electrical and accessibility are not included in the list submitted as they involve design work which can’t be funded at present. There will be other additions (e.g. fire alarm) as the evaluation process goes on. Will have information for Town Meeting to contrast with grant application.

There are escalation costs included in the grant application, so if the proposal isn’t funded in the July round but cost will increase as time goes on. Debt Exclusion Override – Select Board decision but the Town Meeting vote changes the funding scenario. Schools and library have large constituencies, so an override approval is more likely. Timing will change, compressed schedule will be reworked.

The library has not prioritized the capital maintenance list items. Safety items would likely be prioritized. It will be important to know what components are higher necessity. Would need to come to JCPC for design services funds. Discussion regarding the elevator cost and ADA compliance, renovation costs in excess of \$4.8 million will trigger need for accessibility.

Minutes of January 29<sup>th</sup> – Kubiak moves, Braun seconds, to approve. Vote is unanimous.

Public Works Capital Requests: Guilford Mooring, Director

Sidewalk set aside money: \$30,000 which mostly goes into the Ch. 90 funds to help.

Paving: \$100,000.00 – repairs to roads, maintenance.

DPW improvements: repairs to the buildings

Road Repair/Resurfacing: funded through Chapter 90 funds, major work and reconstruction. Drops in later years due to equipment purchases. Technically a grant so Town Meeting approval isn’t needed.

Transportation Plan: Transportation committee formed this year, money is set aside to implement the plan. Funds are coming from outside sources – grants (Complete Streets, etc.).

Work Order System: moved to IT request. Replaces See, Click, Fix system for software that allows better maintenance planning. Tied into the GIS system inventory. Could be expanded out to Conservation, other modules (e.g. Fleet) can be added.

Radio Upgrade for Digital: replace the analog system to meet anticipated changes in requirements. Additional requests will be made to complete the changeover. No deadline set.

School Zone Light: Fort River School, will go to the Selectboard for approval. Lights will accompany school zone signs.

Bucket Truck: need a larger reach on the bucket truck, will replace 1998 truck, and reduce need to contract out service. Possible \$20,000 trade in value for the 1998 truck, trade in goes back into capital account.

¾ ton Truck with Plow: for Trees and Grounds, replacement vehicle for 2004 truck. Schedule for vehicle replacement will be sent to McGinnis for distribution to Committee.

Park equipment replacement: Standard request for replacement of damaged equipment. Kruger notes this is a category that could be moved to the operating budget as it is a recurring expense. Pool cover shows in FY '19 request. Could also be in LSSE capital requests. DPW staff will do the work, so it appears in the DPW budget.

Mill River Basketball Court repair: CPA request, to fix the court, hoops.

Mill River Pool Filter: CPA request, filter structure has failed, needs repair.

Scag Mower: for cemetery use by Trees and Grounds.

¾ ton Pickup for Highway: vehicle replacement. Heavy vehicle requests moved to FY '19 to allow for more paving money this year. Three of the larger sanders are slated for replacement in the next five years. Backhoe replacement is also coming up in two years (Chapter 90)

Street light relamping: funds mostly used to purchase new lights, replace lights that have been knocked down, photocells. Likely to go into the operating budget in future years.

New Facility: \$350,000 – need to go to schematic design phase. May ask for a smaller amount to better estimate costs to fix existing building. Some roof failure, leaks, masonry repairs needed on the building. Will trigger ADA code compliance due to cost of repairs. No fire suppression system. Feasibility study said eight acres are needed to consolidate DPW equipment. Current site has four useable acres, with staff and equipment scattered over several sites. To do a schematic design, a site needs to be identified. Site selection could be a separate phase in the schematic design process. Fort River is not a choice, there are two other sites that are reviewed, looking for additional sites. Feasibility study from fire station will identify a preferred site, which may be the current DPW garage.

#### Other Topics

Vote regarding the school doesn't change the projection too much, McGinnis has updated the number. School staff are working on what may go into the capital plan given the vote. New summary uses debt for feasibility study, Wildwood boiler, brings FY '18 deficit down. Deficit will likely go up with addition of school items. Need to insure that borrowing capacity is available for the future. Short term leases may add 5% for cost, state house notes are about 1%. Braun notes that it's appropriate to use capital funds for feasibility, design studies. Co-Finance directors and manager are considering using free cash to pay for studies rather than debt.

Kruger moves to adjourn, Braun seconds. Vote is unanimous. Meeting adjourns at 10:00 AM

Respectfully submitted,  
Bernie Kubiak

Documents referred to:  
Library Capital Request  
DPW Capital Request  
Minutes of January 29, 2017